



## Oasis Charter Public School

1135 Westridge Parkway, Salinas, CA 93907

T: (831) 424-9003

F: (831) 424-9005

# Agenda for Under Construction Educational Network Inc. (UCEN) Governing Board

(\*includes materials furnished to Board Members)

Regular Meeting of the Board of Directors

Tuesday, February 27, 2018

Time: 5:00 p.m. (closed session)

Time: 6:30 p.m. (open session) Leopard Shark Den (Multipurpose Room)

Place: 1135 Westridge Parkway, Salinas, CA 93907

### **\*\*\*PERSONS WISHING TO ADDRESS THE BOARD OF DIRECTORS\*\*\***

INFORMATION TO THE PUBLIC: All persons are encouraged to attend and participate (where designated) in meetings of the UCEN Board. Please fill out the Speaker Request Form available at the door, and submit to the Secretary of the Board of Directors prior to the meeting and you will be called during the comment period. When the Board President recognizes those who have filled out a Speaker Request Form for oral comment, such comment will be limited to (2) minutes in accordance with law. Your comments will be heard (with no action taken) under the designated section of this agenda. For the record: state your name, title, whom you represent, and the agenda item you are addressing. The Board will not respond to your comments at this time. Your questions, concerns and/or input will be referred to the appropriate person. Following public comment, the Board President will limit discussion to the Board only. Copies of agendas, minutes and attachments are available in the main administrative office at 1135 Westridge Parkway, Salinas, CA 93907 on school days only from 8:00-4:00 p.m.

**Note:** The Oasis Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact Dr. Juanita Perea at (831) 424-9003 at least 72 hours before the scheduled board meeting so that we may make every reasonable effort to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132))

### **\*\*\*PARA TODAS AQUELLAS PERSONAS QUE DESEAN HABLAR O DIRIGIRSE A LOS MIEMBROS DE LA MESA DIRECTIVA \*\*\***

INFORMACIÓN PARA EL PÚBLICO: El público está invitado a asistir y participar en las juntas (donde se indica en la agenda) de la Mesa Directiva de Oasis. Rellene el formulario disponible en la puerta y entrégueselo al Secretario de la Mesa Directiva antes de que comience la reunión y lo llamarán durante el período de comentarios. Sus comentarios serán escuchados (sin tomarse acción) durante la sección correspondiente de esta agenda. Cuando el Presidente de la Mesa Directiva reconoce a un miembro del público que ha llenado la forma para comentarios orales, dicho comentario se limitará a (2) minutos de acuerdo con la ley. Para el archivo, diga su nombre, título, a quien representa y el artículo de la agenda a que se quiere referir. Los miembros de la Mesa

Directiva no responderán a sus comentarios en ese momento. Sus preguntas, preocupaciones y comentarios serán referidas al departamento correspondiente. Después de los comentarios públicos, el Presidente de la Mesa Directiva limitara la discusión exclusivamente para los miembros de la Mesa Directiva. Copias de las agendas, las minutas, y los documentos adjuntos se encuentran en la oficina administrativa en días escolares de 8:00-4:00 p.m.

**Nota:** La Mesa Directiva de Oasis anima a las personas con discapacidades a participar plenamente en el proceso de reuniones públicas. Toda persona con necesidades especiales que requiera alguna modificación o arreglo especial puede llamar a la Dra. Juanita Perea al (831) 424-9003 dentro de 72 horas de una junta regular, o dentro de 24 horas de una junta especial para hacer todo nuestro mejor esfuerzo razonable de satisfacer sus necesidades. (Código Governamental § 54954.2; Americanos con Discapacidades del 1990, § 202 (42 U.S.C. § 12132))

The agenda has two distinct items:

OPEN SESSION BEGINS AT 6:30 p.m. in the Leopard Shark Den (also known as the Multipurpose Room)

**A. REGULAR AGENDA:**

**ACTION ITEMS:** These items normally have been presented as information items at a previous meeting. When this is not the case, public input is always encouraged.

**INFORMATION ITEMS:** These items include presentations to the Board and items for discussion prior to Board action which is usually taken at the next meeting. Public input is always encouraged.

**1. OPENING BUSINESS**

1.1 Call Meeting to Order and Roll Call- Board President

Time called to order: \_\_\_\_: \_\_\_\_

Members Present:	Augustine Nevarez - President	Yes _____	Absent _____
	Michael Roberts – Vice-President	Yes _____	Absent _____
	Jorge Gonzalez – Treasurer	Yes _____	Absent _____
	Nora Lopez – Secretary	Yes _____	Absent _____
	Pete Cryer - Member	Yes _____	Absent _____
	Laura Bernal – Member	Yes _____	Absent _____

Also Present: \_\_\_\_\_

1.2 Translator: \_\_\_\_\_

**2. PUBLIC COMMENT PERIOD (Concerning items on the agenda)**

A. Individuals wishing to address agenda items, and/or other items, may do so at this time, or wait until the agenda item comes up. There will be a limit of 2 minutes per person on public comments.

**3. CLOSED SESSION**

a. Charter School Employee Performance Evaluation, Government Code § 54957 – Administrative Staff

#### **4. CONSENT AGENDA**

*Action Items included on the Consent Agenda are to be approved by one motion unless a board member requests spate action on a specific item. These matters include routine administrative and financial actions classified by areas and are usually approved by a single majority vote.*

##### **\*4.1 Adoption of the Agenda**

*The board can approve the Agenda as presented, or make changes/additions. According to the Brown Act, adding items requires a two-thirds vote of board members present (or if less than two-thirds of board present, a unanimous vote of those present), along with two findings: there is a need to take immediate action, and the need to take action came to the attention of the local agency after posting of the Agenda.*

##### **ACTION/RECOMMENDATION**

“That the Governing Board adopt the Agenda as presented/amended”.

##### **\*4.2 Minutes**

##### **ACTION/RECOMMENDATION**

“That the Governing Board approve the minutes from June 20, 2017, June 23-25, 2017, January 29, 2018 and February 1, 2018”.

#### **5. BUSINESS SERVICES AND PRESENTATIONS**

5.1 Financial Reports: January 2018 and 2<sup>nd</sup> Interim – Donna Strong

5.2 Oasis Community Council (OCC) Update – Kat Garcia

#### **6. DISCUSSION/PUBLIC HEARING ITEMS**

6.1 Draft of OCC Updated Bylaws

6.2 Proposal from Evergreen Associates LLC to conduct an academic program review of the current charter.

6.3 Proposal from Jp O’Connor to provide services for ongoing Board Development.

6.4 Proposed Oasis Volunteer Policy.

6.5 Proposed Oasis Conditions for Classroom and School Visitation and Removal Policy.

6.6 Financial Projections for School Year 2018-19.

6.7 Cost Analysis for field trip transportation.

6.8 Draft of School Calendar for 2018-2019 School Year

## **7. ADMINISTRATION**

7.1 Saturday Academy - Administration See Attachment #1 Below

## **8. UNFINISHED BUSINESS, ACTION ITEMS AND RESOLUTIONS**

8.1 Second Interim Financial Report 17-18

“Recommend that the Board of Directors approve the Second Interim Financial Report as prepared and presented by ARI and Oasis Administration”.

8.2 Appointment of UCEN Board Treasurer

“Recommend that the Board of Directors accepts the re-appointment of Jorge Gonzalez as the UCEN Board Treasurer”.

8.3 OCPS CARS Winter 2017 Report

“Recommend that the Board of Directors approves the CARS Winter 2017 Report as prepared and presented by ARI and Oasis Administration”.

8.4 Oasis to Become a Title I, Part A Schoolwide Program (SWP) School

“Recommend that the Board of Directors accepts Oasis becoming a Title I, Part A SWP school, as it is the best way to serve the student population”.

8.5 Professional Services Contract with Administrative Resources Inc.

“Recommend that the Board of Directors approves the professional services contract with Administrative Resources Inc. for the School Year 2018-2019”.

## **9. ANNOUNCEMENTS**

9.1 New Family Orientations will be on February 28, 2018, March 14, 2018, and April 25, 2018 at 6:30 p.m. in the Leopard Shark Den (Multipurpose Room).

9.2 Oasis will attend a Teacher Recruitment Fair on March 3, 2018 at MCOE.

9.3 Saturday Academy will be on March 16, 2018 during a Professional Development Day.

9.4 Oasis will offer Saturday Academy during spring break for students who need to make an excused or unexcused absence on March 26-29, 2018.

## **10. FUTURE AGENDA ITEMS**

10.1 Calendar for School Year 2018-2019

10.2 OCC Updated Bylaws

10.3 Professional Services Contract with Jp O’Connor

10.4 Professional Services Contract with Evergreen Associates Inc.

- 10.5 Oasis Volunteer Policy
- 10.6 Oasis Conditions for Classroom and School Visitation and Removal Policy

# Attachment #1

## 7 ADMINISTRATION

### 7.1 Saturday Academy – Erika Del Real

Saturday Academy is being offered during Professional Development Days as well as on some Saturdays. We had 28 students attend on Friday, February 16, 2018.

Oasis Charter Public School  
Balance Sheet  
January 31, 2018

ASSETS

Current Assets		
Cash in Rabobank-Op Acct-2883	\$	972,832.65
Cash in Rabobank-UCEN-8450		91,678.44
Cash in Rabobank-Sch Acct-1213		9,145.87
Cash in County Treasury		156,135.00
Accounts Receivable		975.57
Employee Receivable		1,073.51
Employee Receivable-Summer 125		888.32
Due from Grantor Gov-IDEA		28,074.00
Prepaid Expenses		19,634.84
Prepaid Expenses-Field Trip		825.00
		825.00
 Total Current Assets		 1,281,263.20
 Property and Equipment		
Site Improvement		702,827.54
Accumulated Depr-Site Improv		(217,804.00)
Buildings/Building Improvement		156,881.45
Accumulated Depr-Buildings		(10,168.00)
Equipment		80,997.60
Accumulated Depreciation-Equip		(46,258.00)
		(46,258.00)
 Total Property and Equipment		 666,476.59
 Other Assets		 
 Total Other Assets		 0.00
 Total Assets		 \$ 1,947,739.79

Oasis Charter Public School  
Balance Sheet  
January 31, 2018

LIABILITIES AND CAPITAL

Current Liabilities		
State Unemployment Ins Payable	\$	55.73
Worker's Compensation Payable		(3,172.38)
One-sixth Withholding Payable		32,341.04
Transamerica Pre/Post Tax Pay		234.78
Health Premiums Payable		<u>(134.16)</u>
Total Current Liabilities		29,325.01
Long-Term Liabilities		
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		29,325.01
Capital		
Beginning Fund Balance		2,019,941.41
Net Income		<u>(101,526.63)</u>
Total Capital		<u>1,918,414.78</u>
Total Liabilities & Capital	\$	<u><u>1,947,739.79</u></u>

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**Oasis Charter Public School**  
**Income Statement**  
**For the Seven Months Ending January 31, 2018**

	<u>July 1 Budget</u>	<u>1st Interim Revision</u>	<u>Actuals to Date</u>	<u>Acct Balance</u>	<u>Percent</u>
<b>Revenues</b>					
Revenue Limit Sources	2,298,322	2,220,563	1,240,485	980,078	55.86
Federal Revenues	93,871	96,063	30,207	65,856	31.44
Other State Revenues	244,935	235,088	99,318	135,770	42.25
Other Local Revenues	224,723	217,483	123,099	94,384	56.60
<b>Total Revenues</b>	<b>2,861,851</b>	<b>2,769,197</b>	<b>1,493,109</b>	<b>1,276,088</b>	<b>53.92</b>
<b>Expenses</b>					
<i>Certificated Salaries</i>					
Teacher Salaries	753,808	776,749	397,406	379,343	51.16
Administrator Salaries	190,200	190,200	103,950	86,250	54.65
<i>Total Certificated Salaries</i>	<i>944,008</i>	<i>966,949</i>	<i>501,356</i>	<i>465,593</i>	<i>51.85</i>
<i>Classified Salaries</i>					
Paraeducator Salaries	399,016	388,722	199,052	189,670	51.21
Support Services Salaries	81,299	62,760	35,772	26,988	57.00
Supervisor Salaries	0	0	0	0	0.00
Office/Technical Salaries	150,189	182,191	93,476	88,715	51.31
<i>Total Classified Salaries</i>	<i>630,504</i>	<i>633,673</i>	<i>328,300</i>	<i>305,373</i>	<i>51.81</i>
<i>Employee Benefits</i>					
STRS/PERS	128,701	131,758	69,103	62,655	52.45
OASDI/Medicare	62,650	63,392	31,746	31,646	50.08
Health and Welfare	148,890	128,989	80,752	48,237	62.60
Unemployment Insurance	2,289	2,302	2,052	250	89.14
Workers' Compensation	20,021	20,356	10,117	10,239	49.70
Other Benefits	0	0	0	0	0.00
<i>Total Employee Benefits</i>	<i>362,551</i>	<i>346,797</i>	<i>193,770</i>	<i>153,027</i>	<i>55.87</i>
<i>Books and Supplies</i>					
Books/Reference	11,500	12,500	8,275	4,225	66.20
Instructional Materials/Suppli	41,000	45,000	22,167	22,833	49.26
Supplies/Stores	64,825	59,825	42,351	17,474	70.79
Non-Capitalized Equipment	21,250	27,750	22,858	4,892	82.37
Non-Capaltized	0	0	0	0	0.00
Food Service Supplies	6,000	6,000	500	5,500	8.33
<i>Total Books and Supplies</i>	<i>144,575</i>	<i>151,075</i>	<i>96,151</i>	<i>54,924</i>	<i>63.64</i>

**Oasis Charter Public School**  
**Income Statement**  
**For the Seven Months Ending January 31, 2018**

	<u>July 1 Budget</u>	<u>1st Interim Revision</u>	<u>Actuals to Date</u>	<u>Acct Balance</u>	<u>Percent</u>
<i>Services/Operating Expenses</i>					
Subagreements for Services	0	0	0	0	0.00
Travel/Conferences	24,900	30,100	22,142	7,958	73.56
Dues/Memberships	6,990	18,659	18,996	(337)	101.81
Insurance	22,202	22,202	16,651	5,551	75.00
Operations/Housekeeping	45,600	45,600	24,459	21,141	53.64
Rentals/Leases/Repairs	329,435	329,435	171,470	157,965	52.05
Professional Services	255,003	285,466	145,125	140,341	50.84
Communications	17,200	17,200	10,224	6,976	59.44
<b>Total Services/Operating Expenses</b>	<b>701,330</b>	<b>748,662</b>	<b>409,067</b>	<b>339,595</b>	<b>54.64</b>
<i>Capital Outlay</i>					
Sites/Site Improvements	100,000	5,000	42,980	(37,980)	859.60
Buildings/Building Improvement	50,000	20,000	14,137	5,863	70.69
Capital Equipment	53,000	173,000	8,875	164,125	5.13
<b>Total Capital Outlay</b>	<b>203,000</b>	<b>198,000</b>	<b>65,992</b>	<b>132,008</b>	<b>33.33</b>
<i>Other Outgo</i>					
Other Transfers	0	0	0	0	0.00
<b>Total Other Outgo</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
<b>Total Expenses</b>	<b>2,985,968</b>	<b>3,045,156</b>	<b>1,594,636</b>	<b>1,450,520</b>	<b>52.37</b>
<b>Other Sources and Uses</b>					
<i>Other Sources</i>					
Charter School Loans	0	0	0	0	0.00
<b>Total Other Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
<i>Other Uses</i>					
Debt Service Interest	0	0	0	0	0.00
Debt Service Principal	0	0	0	0	0.00
<b>Total Other Uses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
<b>Total Other Sources and Uses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
<b>Net Increase/Decrease in Fund Balance</b>	<b>(124,117)</b>	<b>(275,959)</b>	<b>(101,527)</b>	<b>(174,432)</b>	

2017/18  
Cash Flow Worksheet

Actuals through the month of Jan	Budget Forecast	YTD Actual	Budget Remain	July 1,230,844	Aug 1,221,991	Sep 1,109,729	Oct 1,096,420	Nov 1,179,797	Dec 1,110,505	Jan 994,410	Feb 1,229,791	Mar 1,172,250	Apr 1,198,988	May 1,209,858	June 1,136,871	Total 1,230,844	Estimated Accruals	Budget Variance
<b>Revenues</b>																		
LCFF Funding																		
State Aid Portion	1,675,765	954,159	721,606	86,742	86,742	156,135	156,135	156,135		312,270	144,321	144,321	144,321	144,321	144,322	1,675,765	0	0
EPA Funding	290,957	154,214	136,743			77,107			77,107			63,850			72,893	290,957	0	0
In Lieu Tax Portion	253,841	132,112	121,729				68,698	21,138	21,138	21,138	21,138	40,271	16,765	16,765	16,765	243,816	10,025	0
In Lieu Tax Portion PY	0	0	0													0	0	0
Federal Revenues - IDEA/ERMHS	28,074	0	28,074												28,074	28,074	0	0
Federal Revenues - Other	67,989	30,207	37,782			2,057	14,940			13,210	2,057	15,422			20,303	67,989	0	0
State Lottery	49,328	19,491	29,837			1,603				17,888			12,269			31,760	23,813	-6,245
Other State Revenues	4,025	3,965	60					3,965			60					4,025	0	0
Other State Revenues-Discretionary	36,660	12,247	24,413						12,247				12,244		12,169	36,660	0	0
Other State Revenues-Prop 39	0	0	0													0	0	0
Other State Revenues-SB740	141,075	63,613	77,462							63,613			35,269			98,882	42,193	0
Other State Revenues-Educator Effectiveness	0	0	0													0	0	0
Other State Revenues-SpEd Mental Health	4,000	0	4,000											4,000		4,000	0	0
Other Local Rev-Interest/Donation/Other	7,100	10,267	-3,167			714	1,714	2,439	2,245	3,155	100	100	100	100	100	10,767	0	-3,667
Other Local Revenue-After School	43,000	41,968	1,032	206	3,246	8,296	9,562	6,741	10,985	2,932	206	206	206	206	206	43,000	0	0
Other Local Revenue-Fundraising	60,000	28,338	31,662	11,847		3,076	6,809	4,394	2,414	-201	6,332	6,332	6,332	6,332	6,332	60,000	0	0
Transfers of Apportionments-SpEd	107,383	42,526	64,857			5,747	5,747	10,344	10,344	10,344	20,688	8,834	8,834	8,834	8,834	98,550	8,833	0
<b>Total Revenues</b>	<b>2,769,197</b>	<b>1,493,107</b>	<b>1,276,090</b>	<b>98,795</b>	<b>89,988</b>	<b>254,736</b>	<b>263,605</b>	<b>205,155</b>	<b>136,480</b>	<b>444,349</b>	<b>194,903</b>	<b>279,337</b>	<b>236,341</b>	<b>180,559</b>	<b>309,999</b>	<b>2,694,245</b>	<b>84,864</b>	<b>-9,912</b>
<b>Expenses</b>																		
Certificated	966,947	501,355	465,592	2,455	80,713	82,742	86,190	86,540	83,816	78,900	93,118	93,118	93,118	93,118	93,118	966,947	0	0
Classified	633,673	328,299	305,374	4,359	44,896	61,507	62,050	64,933	57,983	32,573	61,075	61,075	61,075	61,075	61,075	633,673	0	0
Employee Benefits	346,795	193,770	153,025	16,086	23,140	29,062	31,205	32,110	32,166	30,001	30,605	30,605	30,605	30,605	30,605	346,795	0	0
Books and Supplies	151,075	96,150	54,925	3,629	19,901	22,408	26,725	8,911	8,074	6,503	10,985	10,985	10,985	10,985	10,985	151,075	0	0
Services & Operational Expenses	726,456	409,068	317,388	63,850	58,889	46,703	58,241	75,657	47,196	58,531	63,478	63,478	63,478	63,478	63,478	726,456	0	0
Subagreements for Services-Prop 39	0	0	0													0	0	0
Oversight Fees	22,206	0	22,206													0	22,206	0
SPED Encroachment	0	0	0													0	0	0
Debt Service Interest-Rabobank	0	0	0													0	0	0
Debt Service Interest-Other	0	0	0													0	0	0
<b>Total Expenses</b>	<b>2,847,152</b>	<b>1,528,642</b>	<b>1,318,510</b>	<b>90,378</b>	<b>227,539</b>	<b>242,421</b>	<b>264,411</b>	<b>268,152</b>	<b>229,234</b>	<b>206,508</b>	<b>259,261</b>	<b>259,261</b>	<b>259,261</b>	<b>259,261</b>	<b>259,261</b>	<b>2,824,946</b>	<b>22,206</b>	<b>0</b>
<b>Net Increase/Decrease in Fund Balance</b>	<b>-77,955</b>			<b>8,418</b>	<b>-137,551</b>	<b>12,315</b>	<b>-806</b>	<b>-62,996</b>	<b>-92,754</b>	<b>237,841</b>	<b>-64,358</b>	<b>20,076</b>	<b>-22,920</b>	<b>-78,702</b>	<b>50,738</b>	<b>-130,701</b>		

2017/18  
Cash Flow Worksheet

Actuals through the month of Jan	Budget Forecast	YTD Actual	Budget Remain	July 1,230,844	Aug 1,221,991	Sep 1,109,729	Oct 1,096,420	Nov 1,179,797	Dec 1,110,505	Jan 994,410	Feb 1,229,791	Mar 1,172,250	Apr 1,198,988	May 1,209,858	June 1,136,871	Total 1,230,844	Estimated Accruals	Budget Variance
<b>Adjustments and Prior Year</b>																		
<b>Current Year Adjustments</b>																		
Payroll Liabilities				14,165	-18,355	355	-529	-14,740	17,825	-1,737						-3,016		
Payroll Reserve for Summer Pay					5,384	5,363	5,397	5,433	5,409	5,355	5,355	5,355	5,355	5,355	5,355	59,116	-59,116	
Employee Receivable				-2,129	-2,151	902	499	361	361	196	525	361	361	361	355	0		
Accounts Receivable				-775	-81	767	81	-767	-80	-122	854	122				0		
Prepaid Expenses						-1,780	-1,077	18		-5,507	82	825				-7,439		
Accounts Payable					1,119					-1,119						0		
<b>Other Sources/Uses</b>																		
All Other Financing Sources																0		
Capital Outlay	-120,000	-8,875							-8,875						-111,125	-120,000		0
Sites/Site Improvement	-25,000	-57,117		-5,000	-13,162	-2,164	-2,210	3,400	-37,980							-57,117		32,117
Debt Service Principal Payments-Rabobank																0		
Debt Service Principal Payments-Other																0		
<b>Prior Year Transactions</b>																		
Accounts Receivable	197,426	169,352		12,287	63,711	11,333	82,021						28,074			197,426	0	0
Prepaid Expenses	53,177	41,063		41,063												41,063	12,114	
Accounts Payable	-69,928	-69,928		-17,878	-11,176	-41,348				474						-69,928	0	
Loans Payable																0	0	0
Payroll Liabilities	-58,054	-58,054		-59,002		949										-58,054	0	0
<b>Total Adjustments and Prior Year</b>				<b>-17,270</b>	<b>25,288</b>	<b>-25,623</b>	<b>84,182</b>	<b>-6,296</b>	<b>-23,340</b>	<b>-2,459</b>	<b>6,816</b>	<b>6,662</b>	<b>33,790</b>	<b>5,716</b>	<b>-105,415</b>	<b>-17,948</b>	<b>12,114</b>	
<b>Net Change and Ending Cash Balance</b>																		
<b>Net Change in Cash Position</b>				<b>-8,852</b>	<b>-112,263</b>	<b>-13,308</b>	<b>83,376</b>	<b>-69,292</b>	<b>-116,095</b>	<b>235,382</b>	<b>-57,542</b>	<b>26,738</b>	<b>10,870</b>	<b>-72,986</b>	<b>-54,677</b>	<b>1,230,844</b>		
<b>Ending Cash Balance</b>				<b>1,221,991</b>	<b>1,109,729</b>	<b>1,096,420</b>	<b>1,179,797</b>	<b>1,110,505</b>	<b>994,410</b>	<b>1,229,791</b>	<b>1,172,250</b>	<b>1,198,988</b>	<b>1,209,858</b>	<b>1,136,871</b>	<b>1,082,195</b>	<b>1,082,195</b>	<b>1,097,850</b>	



## **Classroom and School Volunteer Policy**

While Oasis Charter Public School (“Oasis”) encourages parents/guardians and interested members of the community to visit the charter school and view the educational program, Oasis also endeavors to create a safe environment for students and staff. Additionally, parents volunteering in the classroom can be extremely helpful to our teachers and valuable to our students. We thank all parents for their willingness to volunteer in this manner.

Nevertheless, to ensure the safety of students and staff as well as to minimize interruption of the instructional program, Oasis has established the following procedures, to facilitate volunteering and visitations during regular school days:

### **Volunteering**

Parents or guardians who are interested in volunteering in the classroom must adhere to the following guidelines:

1. Volunteers who will volunteer outside of the direct supervision of a credentialed employee shall be (1) fingerprinted and (2) receive background clearance prior to volunteering without the direct supervision of a credentialed employee.
2. A volunteer shall also have on file with Oasis a certificate showing that, upon initial volunteer assignment, the person submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. If no risk factors are identified, an examination is not required. At the discretion of the Under Construction Education Network (UCEN) Board of Directors, this paragraph shall not apply to a volunteer whose functions do not require frequent or prolonged contact with pupils.
2. Volunteering must be arranged with the classroom teacher and Executive Director or designee, at least forty-eight (48) hours in advance.



3. A volunteer **may not** volunteer in the classroom for more than **eight** hours per month.
4. Prior to volunteering in the classroom, the volunteer should communicate with the teacher to discuss the expectations for volunteering needs. Classroom volunteers are there to benefit the entire class and are not in class solely for the benefit of their own child. Classroom volunteers must follow the instructions provided by the classroom teacher or aide. Classroom rules also apply to volunteers to ensure minimal distraction to the teacher. If a volunteer is uncomfortable following the direction of the teacher or aid the volunteer may leave their volunteer position for that day.
5. Information gained by volunteers regarding students (e.g. academic performance or behavior) is to be maintained in strict confidentiality.
6. Volunteers shall follow and be governed by all other guidelines set by Oasis policy. This includes, but is not limited to, the process of registering and signing out of the campus at the main office, wearing Visitor identification as provided by Oasis and avoiding any disruptive behavior as indicated in the Oasis Policy regarding Conditions for Classroom and School Visitation and Removal. Volunteers not complying with Oasis policy may be asked to leave and may be prohibited from further volunteer activities.
8. This Policy does not authorize Oasis to permit a parent/guardian to volunteer or visit the campus if doing so conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction.

Adopted/Ratified by the UCEN Board: \_\_\_\_\_, 2018

\_\_\_\_\_  
Secretary

Oasis Charter Public School  
Classroom and School Volunteer Policy

Page 2 of 2



YOUNG, MINNEY & CORR, LLP

## **Oasis Charter Public School Conditions for Classroom and School Visitation and Removal Policy**

While the Oasis Public Charter School (“Charter School”) encourages parents/guardians and interested members of the community to visit the Charter School and view the educational program, the Charter School also endeavors to create a safe environment for students and staff. As such, parents and other visitors must adhere to the following policy in order to maximize the safety of the students and minimize the disruption to the education environment.

Parents/guardians and other visitors, including children who are not students at the Charter School, shall not loiter on the Charter School premises, including the parking lot and outside school buildings. The parking lot shall be used for picking up and dropping off students, and while conducting business. Parents/guardians and other visitors are expected to leave the campus premises upon the conclusion of any business matters or after dropping their student off at school. If a parent or guardian wishes to visit the Charter School to view the educational program, the visitor must adhere to the following procedures, which have been developed to ensure the safety of students and staff as well as to minimize interruption of the instructional program, pursuant to California Penal Code Sections 627, et. seq.:

1. Visits during school hours should first be arranged with the teacher and Executive Director or designee, at least three days in advance. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least three days in advance. Parents seeking to visit a classroom during school hours must first obtain the written approval of the classroom teacher and the Executive Director or designee.
2. All visitors shall register with the front office immediately upon entering any school building or grounds during regular school hours. When registering, the visitor is required to provide his/her name, age (if under 21), his/her purpose for entering school grounds, relationship to student and proof of identity. For purposes of school safety and security, the Executive Director or designee may design a visible means of identification for visitors while on school premises.
3. The Executive Director, or designee, may refuse to register an outsider if he or she has a reasonable basis for concluding that the visitor’s presence or acts would disrupt the school, its students, its teachers, or its other employees; would result in damage to



property; or would result in the distribution or use of unlawful or controlled substances.

4. The Executive Director or designee may withdraw consent to be on campus even if the visitor has a right to be on campus whenever there is reasonable basis for concluding that the visitor presence on school grounds would interfere or is interfering with the peaceful conduct of the activities of the school, or would disrupt or is disrupting the school, its students, its teachers, or its other employees.
5. The Executive Director or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When a visitor is directed to leave, the Executive Director or designee shall inform the visitor that if he/she reenters the school without following the posted requirements he/she will be guilty of a misdemeanor.
6. Any visitor that has his/her registration revoked for fourteen (14) days may request a hearing before the Executive Director or the Board on the propriety of the denial or revocation. The request shall be in writing, shall state why the denial or revocation was improper, shall give the address to which notice of hearing is to be sent, and shall be delivered to either the Executive Director or the Board President within five days after the denial or revocation. The Executive Director or Board President shall promptly mail a written notice of the date, time, and place of the hearing to the person who requested the hearing. A hearing before the Executive Director or designee shall be held within seven days after the Executive Director receives the request. A hearing before the Board shall be held at the next regularly scheduled Board meeting after the President receives the request.
7. The Executive Director or designee shall seek the assistance of the police in dealing with or reporting any visitor in violation of this policy.
8. At each entrance to the Charter School grounds, signs shall be posted specifying the hours during which registration is required, stating where the office of the Executive Director or designee is located and what route to take to that office, and setting forth the penalties for violation of this policy.
9. No electronic listening or recording device may be used by students or visitors in a classroom without the teacher's and Executive Director's written permission.

#### Penalties

1. Pursuant to the California Penal Code, if a visitor does not leave after being asked or if the visitor returns without following the posted requirements after being directed to leave, he/she will be guilty of a crime as specified which is punishable by a fine of up





to \$500.00 or imprisonment in the County jail for a period of up to six (6) months or both.

2. Further conduct of this nature by the visitor may lead to the School's pursuit of a restraining order against such visitor which would prohibit him/her from coming onto school grounds or attending School activities for any purpose for a period of three (3) years.

Adopted/Ratified by the UCEN Board: \_\_\_\_\_, 2018

\_\_\_\_\_  
Secretary



# Oasis Charter Public School

	Hourly	milage	Daily Fee + Tax	Avg Hours & Miles	Totals	# of People	
<b>Salinas City School Bus Rates</b>	\$50.00	\$3.30	\$0.00	9 hrs, 220 miles	\$1,176.00	50-60	\$1,176.00
<b>Enterprise Rental (2 SUV)</b>	\$0.00	\$200.00	\$158.21	Rental of 2 SUVs	\$474.63	42	\$ 1,707.47
<b>Discovery Bus</b>	Flat Rate		2 hour drive-1 way	10 hours/ Salinas to SF	\$1,400.00	40-50	\$1,400.00
<b>Suburbans</b>	\$ p/Gallon	Full Tank	DMV	Salinas to SF	5 Year		
	\$3.25	25 gallons	\$550.00	14 miles per gallon			
Monthly Storage	Insurance	Maintenance	Monthly Cost		Depreciation		
\$ 140.00	\$170.00	\$70.00	\$50.00	\$ 81.25	\$ 700.00	10	\$ 1,211.25



A small school for kids with big ideas.

## 2018-2019 School Calendar

**177 School Days – 193 Teacher Days**  
**130 Regular Days & 47 Minimum Days**

### August agosto

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### September septiembre

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### October octubre

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### November noviembre

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### December diciembre

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### January enero

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### February febrero

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

### March marzo

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### April abril

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### May mayo

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### June junio

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

#### August 17 Days

8/1-8/8 Staff Development  
 8/9-8/14 Teacher Work Days

**\*School Begins Aug. 15<sup>th</sup>**

#### September 19 days

Home Visits Sep. 4-28  
 9/3 Labor Day

#### October 20 days

10/8 Teacher Professional Day  
 10/26 Teacher Work Day  
 10/29-11/2 min days for conferences

#### November 16 days

11/12 Veteran's Day  
 11/19-11/23 Thanksgiving Break

#### December 11 days

12/17-1/4 Winter Break

#### January 16 days

1/7 Teacher Work Day  
 1/21 Martin Luther King Jr. Day

#### February 18 days

2/15 Teacher Professional Day  
 2/18 President's Day

#### March 16 Days

3/15 Teacher Work Day  
 3/18-3/22 min day for conferences

#### April 16 Days

4/15-4/26 Spring Break

#### May 22 days

5/27 Memorial Day

#### June 9 days

**\*School Ends June 13<sup>th</sup>**  
 6/14 Teacher Work Day

- Min. day 8:15-12:30 K-6
- Teacher work days No students
- Holiday & Vacation No School

**Kindergarten: 8:15am-3:00pm**  
**1<sup>st</sup> - 6<sup>th</sup> grade: 8:15am-3:15pm**



## CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

### Oasis Charter Public (27 65961 6119663)

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## Current Submissions and Deadlines

Below are data entry forms with upcoming deadlines or are overdue to be certified. All open data collections can be found under Data Entry Forms.

Certified data that is no longer editable can be viewed in the Reports section.

11 Data Collection(s) found.

Fiscal Year 2015-16	Deadline	Status
<a href="#">Title II, Part A Fiscal Year Expenditure Report, Closeout 27 Months</a>	February 28, 2018	<i>Certified</i> Kgodard, 2/13/2018 8:02 AM

Fiscal Year 2016-17	Deadline	Status
<a href="#">Title I, Part A Carryover</a>	February 28, 2018	<i>Certified</i> Kgodard, 2/13/2018 8:09 AM

Fiscal Year 2017-18	Deadline	Status
<a href="#">Application for Funding</a>	February 28, 2018	<i>Certified</i> Kgodard, 6/19/2017 9:53 AM
<a href="#">School Student Counts, Actuals</a>	February 28, 2018	<i>Certified</i> Kgodard, 2/20/2018 12:48 PM
<a href="#">Federal Transferability</a>	February 28, 2018	<i>Certified</i> Kgodard, 2/13/2018 8:16 AM
<a href="#">Title I, Part A LEA Allocation</a>	February 28, 2018	<i>Certified</i> Kgodard, 2/21/2018 10:10 AM
<a href="#">Title I, Part A Reservations</a>	February 28, 2018	<i>Certified</i> Kgodard, 2/21/2018 10:33 AM
<a href="#">Title I, Part A School Allocations</a>	February 28, 2018	<i>Certified</i> Kgodard, 2/21/2018 10:34 AM
<a href="#">Title I, Part A Notification of Authorization of Schoolwide Program</a>	February 28, 2018	<i>Certified</i> Kgodard, 2/21/2018 10:38 AM
<a href="#">Title II, Part A LEA Allocations</a>	February 28, 2018	<i>Certified</i> Kgodard, 2/13/2018 8:28 AM
<a href="#">Consolidation of Administrative Funds</a>	February 28, 2018	<i>Certified</i> Kgodard, 2/13/2018 8:29 AM

General CARS Questions: [Consolidated Application Support Desk](#) | [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov)

Sacramento, CA 95814



## CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

### Oasis Charter Public (27 65961 6119663)

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## Data Entry Forms

Below is a list of data entry forms that are open for editing. Certified data that is no longer editable can be viewed in the Reports section.

 Filter by Fiscal Year: 

 By Program: 

 By Status: 

16 Editable Data Collection(s) found.

Fiscal Year 2015-16	Deadline	Status
<a href="#">Title II, Part A Fiscal Year Expenditure Report, Closeout 27 Months</a>	February 28, 2018	<i>Certified</i> Kgoddard, 2/13/2018 8:02 AM

Fiscal Year 2016-17	Deadline	Status
<a href="#">Title I, Part A Carryover</a>	February 28, 2018	<i>Certified</i> Kgoddard, 2/13/2018 8:09 AM

Fiscal Year 2017-18	Deadline	Status
<a href="#">Certification of Assurances</a>	June 30, 2017	<i>Certified</i> Kgoddard, 6/19/2017 8:58 AM
<a href="#">Protected Prayer Certification</a>	June 30, 2017	<i>Certified</i> Kgoddard, 6/19/2017 9:51 AM
<a href="#">Application for Funding</a>	February 28, 2018	<i>Certified</i> Kgoddard, 6/19/2017 9:53 AM
<a href="#">School Student Counts, Projected</a>	June 30, 2017	<i>Certified</i> Kgoddard, 6/19/2017 9:56 AM
<a href="#">School Student Counts, Actuals</a>	February 28, 2018	<i>Certified</i> Kgoddard, 2/20/2018 12:48 PM
<a href="#">Federal Transferability</a>	February 28, 2018	<i>Certified</i> Kgoddard, 2/13/2018 8:16 AM
<a href="#">Title I, Part A Planned School Allocations</a>	June 30, 2017	<i>Certified</i> Kgoddard, 6/19/2017 9:58 AM
<a href="#">Title I, Part A LEA Allocation</a>	February 28, 2018	<i>Certified</i> Kgoddard, 2/21/2018 10:10 AM
<a href="#">Title I, Part A Reservations</a>	February 28, 2018	<i>Certified</i> Kgoddard, 2/21/2018 10:33 AM
<a href="#">Title I, Part A School Allocations</a>	February 28, 2018	<i>Certified</i> Kgoddard, 2/21/2018 10:34 AM
<a href="#">Title I, Part A Notification of Authorization of Schoolwide Program</a>	February 28, 2018	<i>Certified</i> Kgoddard, 2/21/2018 10:38 AM

<a href="#">Title II, Part A LEA Allocations</a>	February 28, 2018	<i>Certified</i> Kgoddard, 2/13/2018 8:28 AM
<a href="#">Consolidation of Administrative Funds</a>	February 28, 2018	<i>Certified</i> Kgoddard, 2/13/2018 8:29 AM
<a href="#">Substitute System for Time Accounting</a>	June 30, 2017	<i>Certified</i> Kgoddard, 6/19/2017 9:59 AM

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General CARS Questions: [Consolidated Application Support Desk](#) | [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov)

California Department of Education  
1430 N Street  
Sacramento, CA 95814

[Web Policy](#)

**2015-16 Title II, Part A Fiscal Year Expenditure Report, Closeout 27 Months**

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2015 through September 30, 2017.

**CDE Program Contact:**

Melissa Flatt, Educator Excellence Office, [mflatt@cde.ca.gov](mailto:mflatt@cde.ca.gov), 916-324-5689

2015-16 Title II, Part A entitlement	\$890
2015-16 Title II, Part A total apportionment issued	\$890

**Professional Development Expenditures**

Professional development for teachers	\$890
Professional development for administrators	\$0
Subject matter project	\$0
Other professional development expenditures	\$0

**Exams and Test Preparation Expenditures**

Exam fees, reimbursement	\$0
Test preparation training and/or materials	\$0
Other exam and test preparation expenditures	\$0

**Recruitment, Training, and Retaining Expenditures**

Recruitment activities	\$0
Hiring incentive and/or relocation allotment	\$0
National Board Certification and/or stipend	\$0
Verification process for special settings (VPSS)	\$0
University course work	\$0
Other recruitment training and retaining expenditures	\$0

**Miscellaneous Expenditures**

Class size reduction	\$0
Administrative and indirect costs	\$0
Total funds transferred to Title I, Part A	\$0
Other allowable expenditures or encumbrances	\$0
Total expenditures and encumbrances	\$890
2015-16 Unspent Funds	\$0
Note: CDE will invoice the LEA for the 2015-16 unspent apportionment amount.	
General Comment (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.



**2016-17 Title I, Part A Carryover**

Report only expenditures for fiscal year 2016-17 allocation to determine funds to be carried over to fiscal year 2017-18.

**CDE Program Contact:**

Kevin Donnelly, Title I Policy and Program Guidance Office, [kdonnelly@cde.ca.gov](mailto:kdonnelly@cde.ca.gov), 916-319-0942  
 Rina DeRose, Title I Policy and Program Guidance Office, [RDeros@cde.ca.gov](mailto:RDeros@cde.ca.gov), 916-323-0472

**2016-17 Carryover Calculation**

2016-17 Title I Part A Entitlement	\$58,529
Transferred in	\$0
Title I Part A available allocation	\$58,529
Expenditures and obligations from July 1, 2016 through June 30, 2017 (12 Months)	\$58,529
Carryover as of June 30, 2017	\$0
Carryover percent as of June 30, 2017	0.00%
Expenditures and obligations from July 1, 2016 through September 30, 2017 (15 Months)	\$58,529
Carryover as of September 30, 2017	\$0
Carryover percent as of September 30, 2017	0.00%

**\*\*\*Warning\*\*\***

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## CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

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[Data Entry Instructions](#)

## 2017-18 School Student Counts, Actuals

The purpose of this data collection is to allow the LEA to select allowable ranking and funding options and to enter school level student data. The information entered will be used to calculate eligibility and ranking for Title I Part A school allocations and, if applicable, Economic Impact Aid.

Required fields are denoted with an asterisk (\*).

**NOTE: Your LEA has previously certified this data collection as official. One or more other data collection(s) may be dependent on this data collection. Please be aware if a change is saved and certified, it may cause a dependent data collection to become obsolete and your LEA may have to revise and resubmit those data collection(s).**

\* Group By Grade Span:  No  Yes

\* Select a Low Income Measure: FRPM

**Note:**

The columns and student count options displayed below are based on the selections made above. They are also displayed based on the school type and whether or not the school qualifies for Economic Impact Aid funding via the ConApp.

School Name	School Code	Low Grade Offered	High Grade Offered	Grade Span Group	* Student Enrollment	Low Income Students
Oasis Charter Public	6119663	K	6	1	241	155

[Download Schools Template](#)
[Browse...](#) No file selected.
 [Upload Schools File](#)

*Last Saved: Kimberly Goddard (Kgodard), 2/20/2018 12:48 PM, Certified*

[Save](#)
[Return to List](#)

[Janine Clements, Title I Policy & Program Guidance | JClements@cde.ca.gov](#)  
[Teresa Palomino, Technical Assistance & Monitoring Office | TPalomino@cde.ca.gov](#)  
 General CARS Questions: [Consolidated Application Support Desk](#) | [conappsupport@cde.ca.gov](#)

**2017-18 Federal Transferability**

Federal transferability of funds is governed by Title V in ESSA Section 5102. An LEA may transfer Title II, Part A and Title IV, Part A program funds to other allowable programs. This transferability is not the same as Title V, Subpart 1 Rural Education Achievement Program Flexibility (REAP-Flex) governed by ESEA Section 5211. Funds transferred under REAP-Flex are not to be included on this form.

**CDE Program Contact:**

Juan J. Sanchez, Educator Excellence Office (Title II), [jsanchez@cde.ca.gov](mailto:jsanchez@cde.ca.gov), 916-319-0452  
 Tom Herman, Coordinated School Health & Safety (Title IV), [THerman@cde.ca.gov](mailto:THerman@cde.ca.gov), 916-319-0914

<b>Title II, Part A Transfers</b>	
2017-18 Title II, Part A entitlement	\$8,224
Transferred to Title I, Part A	\$0
Transferred to Title I, Part C	\$0
Transferred to Title I, Part D	\$0
Transferred to Title III, Part A English Learner	\$0
Transferred to Title III, Part A Immigrant	\$0
Transferred to Title IV, Part A	\$0
Transferred to Title V, Part B, Subpart 1 Small, Rural School Achievement Grant	\$0
Transferred to Title V, Part B, Subpart 2 Rural and Low-Income Grant	\$0
Total amount of Title II, Part A funds transferred out	\$0
2017-18 Title II, Part A entitlement after transfers out	\$8,224
<b>Title IV, Part A Transfers</b>	
2017-18 Title IV, Part A entitlement	\$0
Transferred to Title I, Part A	\$0
Transferred to Title I, Part C	\$0
Transferred to Title I, Part D	\$0
Transferred to Title II, Part A	\$0
Transferred to Title III, Part A English Learner	\$0
Transferred to Title III, Part A Immigrant	\$0
Transferred to Title V, Part B, Subpart 1 Small, Rural School Achievement Grant	\$0
Transferred to Title V, Part B, Subpart 2 Rural and Low-Income Grant	\$0
Total amount of Title IV, Part A funds transferred out	\$0
2017-18 Title IV, Part A entitlement after transfers out	\$0

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

**2017-18 Title I, Part A LEA Allocation**

The purpose of this data collection is to calculate the full Title I, Part A allocation available to the LEA.

**CDE Program Contact:**

Sylvia Hanna, Title I Policy and Program Guidance Office, [shanna@cde.ca.gov](mailto:shanna@cde.ca.gov), 916-319-0948

**Nonprofit Private School Equitable Services Percentage Calculation**

Total participating nonprofit private school low income students	
Total participating attendance area low income students	155
Percent of nonprofit private school low income students for equitable service calculations	0.00%

**Title I, Part A LEA Allocations**

2017-18 Title I, Part A entitlement	\$60,361
Transferred-in amount	\$0
Title I, Part A entitlement after transfers	\$60,361
<b>Note:</b> In order for the 2016-17 allowable carryover amount to be pre-populated, the 2016-17 Title I, Part A Carryover data collection should be completed and saved before beginning data entry on this data collection.	
2016-17 Allowable Carryover  (Allowable values are the 12 month 2016-17 carryover amount or, whichever is less either the 15 month 2016-17 carryover amount or 15% of the 2016-17 entitlement plus transferred-in amount)	\$0
Repayment of funds	\$0
2017-18 Total allocation	\$60,361
Nonprofit private school equitable services proportional share amount	\$0
Total allocation after nonprofit private school equitable services proportional share amount	\$60,361
Indirect cost reservation	\$0
Administrative reservation	\$0
2017-18 Title I, Part A adjusted allocation	\$60,361
<b>Indirect Cost and Administration Calculation Tool</b> To help determine allowable indirect cost and administrative reservations, based on the LEA's approved indirect cost rate, as defined on the Indirect Cost Rates Web page at <a href="http://www.cde.ca.gov/fg/ac/ic/">http://www.cde.ca.gov/fg/ac/ic/</a> , below are recommended values.	
2017-18 Approved indirect cost rate	2.91%
Maximum allowable indirect cost reservation	\$1,707
Recommended administration reservation	\$7,347

**\*\*\*Warning\*\*\***

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**2017-18 Title I, Part A Reservations**

To report LEA required and authorized reservations before distributing funds to schools.

**CDE Program Contact:**

Lana Zhou, Title I Policy and Program Guidance Office, [lzhou@cde.ca.gov](mailto:lzhou@cde.ca.gov), 916-319-0956  
 Rina DeRose, Title I Policy and Program Guidance Office, [RDerosc@cde.ca.gov](mailto:RDerosc@cde.ca.gov), 916-323-0472

**Required Reservations**

Parent and Family Engagement (1% of the entitlement if greater than \$500,000.)	\$0
School parent and family engagement	\$250
LEA parent and family engagement	\$250
Direct or indirect services to homeless children, regardless of their school of attendance	\$612
Public school Choice transportation (Only applies to students previously transferred under NCLB.)	\$0

**Authorized Reservations**

Other authorized activities	\$0
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**Reservation Summary**

Title I, Part A adjusted allocation	\$60,361
Total required reservations	\$862
Total authorized reservations	\$0
Allocation after reservations	\$59,499
School parent and family engagement set-aside	\$250
Amount available for Title I, Part A school allocations	\$59,249

**\*\*\*Warning\*\*\***

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2017-18 Title I, Part A School Allocations

This report identifies the amount of Title I, Part A funds to be allocated to eligible schools.

CDE Program Contact:

Lana Zhou, Title I Policy and Program Guidance Office, [lzhou@cde.ca.gov](mailto:lzhou@cde.ca.gov), 916-319-0956  
Rina DeRose, Title I Policy and Program Guidance Office, [RDerose@cde.ca.gov](mailto:RDerose@cde.ca.gov), 916-323-0472

LEA meets small district criteria.

An LEA is defined as a small district criteria if, based on the school list and the data entered in School Student Counts Actuals, the LEA meets one or more of the following:

- Is a single school district
- Has a single school per grade span
- Has enrollment total for all schools less than 1,000

If an exception to funding is needed, enter an Exception Reason. Use lower case only.

Allowable Exception Reasons

- a - Meets 35% Low Income Requirement
- d - Desegregation Waiver on File
- e - Grandfather Provision
- f - Feeder Pattern
- g - Local Funded Charter Opted Out
- h - Local Funded Charter Opted In
- k - Funded with EIA/SCE

Low income measure	FRPM
Group Schools by Grade Span	Yes
District-wide low income %	64.32%
Available Title I, Part A school allocation	\$59,249
Available parent and family engagement reservation	\$250
Total participating nonprofit private school low income students	

\*\*\*Warning\*\*\*

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2017-18 Title I, Part A School Allocations

This report identifies the amount of Title I, Part A funds to be allocated to eligible schools.

School Name	School Code	Grade Span Group	Student Enrollment	Low Income Students	Low Income Student %	Eligible for Funding	Funding Required	Public School	Ranking	Planned for Funding	\$ Per Low Income Student (0.00)	Carryover	TIA School Allocation	Parent and Family Engagement Amount	Total School Allocation	Exception Reason
Oasis Charter Public	6119663	1	241	155	64.32	Y	N	Y	1	Y	382.25		59248.75	\$250	59498.75	

\*\*\*Warning\*\*\*

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2017-18 Title I, Part A Notification of Authorization of Schoolwide Program

This report provides notification to the California Department of Education of a school's eligibility and local board approval to operate under and report as Schoolwide Program

CDE Program Contact:

Franco Rozic, Title I Monitoring and Support Office, frozic@cde.ca.gov, 916-319-0269  
Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956

Note:

In order for CDE program staff to have visibility to all SWP authorized schools, it is important to have an Authorized Representative certify this Notification of Authorization data collection after a change is made.

School Name	School Code	Authorized	Local Board Approval Date (ex. 07/30/2017)	Low Income %	SIG Approval Date (ex. 07/30/2017)	SWP Waiver Approval Date (ex. 07/30/2017)
Oasis Charter Public	6119663	Y	06/08/2016	65.00%		

\*\*\*Warning\*\*\*

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**2017-18 Title II, Part A LEA Allocations**

The purpose of this data collection is to calculate the total allocation amount available to the LEA for Title II, Part A Preparing, Training, and Recruiting High-Quality Teachers, Principals, and Other School Leaders.

**CDE Program Contact:**

Melissa Flatt, Educator Excellence Office, [mflatt@cde.ca.gov](mailto:mflatt@cde.ca.gov), 916-324-5689  
 Juan J. Sanchez, Educator Excellence Office (Title II), [jsanchez@cde.ca.gov](mailto:jsanchez@cde.ca.gov), 916-319-0452

2017-18 Title II, Part A entitlement	\$8,224
Transferred-in amount	\$0
Total funds transferred out of Title II, Part A	\$0
Total entitlement after transfers	\$8,224
Repayment of funds	\$0
Repayment comment	
Provide an explanation of why repayment dollars were added back to the allocation	
2017-18 Allocation	\$8,224
Administrative and indirect costs	\$0
2017-18 Title II, Part A adjusted allocation	\$8,224

**\*\*\*Warning\*\*\***

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**2017-18 Consolidation of Administrative Funds**

A request by the LEA to consolidate administrative funds for specific programs.

**CDE Program Contact:**

Julie Brucklacher, Financial Accountability and Info Srv Office, [jbruckla@cde.ca.gov](mailto:jbruckla@cde.ca.gov), 916-327-0858

Title I, Part A (Basic) SACS Code 3010	No
Title I, Part C (Migrant Education) SACS Code 3060	No
Title I, Part D (Delinquent) SACS Code 3025	No
Title II, Part A (Supporting Effective Instruction) SACS Code 4035	No
Title III, Part A (Immigrant Students) SACS Code 4201	No
Title III, Part A (English Learner Students) - 2% maximum SACS Code 4203	No
Title IV, Part A (Student Support) SACS Code 4127	No
Title IV, Part B (21st Century Community Learning Centers) SACS Code 4124	No

**\*\*\*Warning\*\*\***

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## CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

Oasis Charter Public (27 65961 6119663)

- Home
- Data Entry Forms
- Certification Preview
- Certify Data
- Reports
- Users
- Contacts
- FAQs

### Contact Management

- Program Contacts
- Edit Contacts (Non-Users)

#### Program Contacts

To assist CDE communications, support and to meet categorical compliance requirements the LEA must provide Program Contacts. Required contacts are: ConApp Coordinator, Homeless and Foster Youth.

To assign a contact click the "Assign" link to the right of the Contact Type, select a contact from the drop down list. Once a program has a contact assigned, the contact information will be available to CDE staff.

#### Available Contacts

The LEA's current users are automatically available in the contact selection drop down list. If a user's contact information needs to be updated, the user should do so in CAS.

If the Program Contact is not a CARS user, click on the Edit Contacts (Non-Users) tab then click on the Add a Contact button. Complete the form provided and Save. Once saved, the person will be available in the contact selection drop down list. If a non-user's contact information needs to be updated, the user should do so in the Edit Contacts (Non-Users) tab.

Contact Type	Contact Information	Assign
ConApp Coordinator	Kimberly Goddard (Kgodard), kgodard@adminres.com, 530-647-1733	<a href="#">Assign</a>
Homeless	Erika Del Real, erikadelreal@oasischarterschool.org, 831-424-9003	<a href="#">Assign</a>
Foster Youth	Erika Del Real, erikadelreal@oasischarterschool.org, 831-424-9003	<a href="#">Assign</a>
EIA Program	Juanita Perea, juanitaperea@oasischarterschool.org, 831-424-9003	<a href="#">Assign</a>
Title I, Part A Program	Juanita Perea, juanitaperea@oasischarterschool.org, 831-424-9003	<a href="#">Assign</a>
Title I, Part D Program	Juanita Perea, juanitaperea@oasischarterschool.org, 831-424-9003	<a href="#">Assign</a>
Title II, Part A Program	Juanita Perea, juanitaperea@oasischarterschool.org, 831-424-9003	<a href="#">Assign</a>
Title III, Part A Immigrant Program	Juanita Perea, juanitaperea@oasischarterschool.org, 831-424-9003	<a href="#">Assign</a>
Title III, Part A LEP Program	Juanita Perea, juanitaperea@oasischarterschool.org, 831-424-9003	<a href="#">Assign</a>
Title VI Program	Juanita Perea, juanitaperea@oasischarterschool.org, 831-424-9003	<a href="#">Assign</a>

General CARS Questions: [Consolidated Application Support Desk](#) | [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov)

California Department of Education  
 1430 N Street  
 Sacramento, CA 95814

Web Policy



## **CHARTER SCHOOL ADMINISTRATIVE SERVICES AGREEMENT**

THIS AGREEMENT (hereinafter "Agreement") is made and entered into as of July 1, 2018, by and between Administrative Resources, Inc., hereinafter called "ARI" and Oasis Charter Public School, hereinafter called "Charter School," formed pursuant to California Education Code §47600 et seq.

### **RECITALS**

WHEREAS, the Charter Schools Act of 1992 ("the Act") (Education Code §§ 47600, et seq.) authorizes the creation of charter schools for the purpose, among others, of developing new, innovative and more flexible ways of educating children within the public school system; and

WHEREAS, the Charter School was approved July 1, 2016; and

WHEREAS, Charter School desires ARI to provide certain administrative and data management services to Charter School, pursuant to an annually renewable administrative services agreement between Charter School and ARI; and

WHEREAS, ARI and Charter School desire to enter into this Administrative Services Agreement to outline the understanding and agreement between the parties regarding the provision of the administrative services to the Charter School within the meaning of California Education Code § 47613(d); and

WHEREAS, the Parties mutually desire that ARI provide such administrative services to Charter School as are reasonable and necessary for the efficient operation of Charter School and as more particularly described below; and

WHEREAS, the Parties hereby agree that the services specified below constitute the only services provided by ARI under this contract;

NOW THEREFORE, in consideration of the premises and the mutual covenants and agreements herein set forth, Charter School and ARI agree as follows:

## AGREEMENT

1. **DEFINITIONS.** The phrase “reasonable and necessary, routine and ordinary” and term “assistance” as used herein shall not be interpreted to include special, extraordinary, unique, or exceptional services not part of day-to-day business activities.
2. **DAY-TO-DAY OPERATIONS.** The day-to-day operations of Charter School shall be conducted through and by Charter School administrators as set forth in the School’s Charter Agreement.
3. **ADMINISTRATIVE SERVICES.** Charter School agrees to purchase services from ARI for the 2018-2019 school year and ARI agrees to provide Charter School the services as follows:

- A. **FINANCIAL MANAGEMENT SERVICES.** ARI shall provide all reasonable and necessary, routine and ordinary financial management services to Charter School, such as assisting Charter School staff with budget development and revisions; assistance with fiscal planning; identifying revenues; comparing estimated revenues with actual revenues; assistance with projecting and monitoring expenditures; assistance with preparation and revision of long term financial projections; producing reports regarding cash flow and other reports as applicable.

ARI will prepare, with Charter School assistance, all interim and budget adoption reports as required by the State of California. ARI will prepare reports in draft for Charter School consideration and review no later than one (1) week prior to Charter School required submission date. ARI will provide final reports for Charter School submission as required no later than two (2) days prior to Charter School required submission date.

Should Charter School apply for a loan from the California Charter School Revolving Loan Fund, ARI will prepare with Charter School assistance, all revolving loan application and supporting documentation as required by the State of California.

Should Charter School submit a site plan and receive approval from the Department of Education to participate in the Consolidated Application, ARI will prepare with Charter School assistance, all standard reports based upon site-collected data and submit them to the State of California.

- B. **GENERAL ACCOUNTING SERVICES.** ARI shall provide all reasonable and necessary, routine and ordinary accounting services to Charter School, such as establishing a chart of accounts, account code structure and financial ledgers; maintenance of all financial transactions; processing of funds, budget, and expenditure transfers; preparation of needed local, state, and federal financial reports including cash flow and balance sheets; and other reports as applicable.

ARI will prepare, with Charter School assistance, annual unaudited actual expenditures report as required by the State of California. ARI will prepare reports in draft for Charter School consideration and review no later than one (1)

week prior to Charter School required submission date. ARI will provide final reports for Charter School submission as required no later than two (2) days prior to Charter School required submission date.

- C. PAYROLL SERVICES. ARI shall provide all reasonable and necessary, routine and ordinary payroll services, such as preparation of pay warrants; distribution of payroll checks and direct deposits, calculation and forwarding of all tax benefit, retirement, and other withholdings information. ARI uses Paychex, Inc. to process all charter payrolls. Charter School agrees to pay all Paychex, Inc. payroll related processing fees.

ARI will process payroll corrections resulting from ARI error within two-business days follow notification of error at no charge to Charter School.

Charter School agrees to follow timelines and due dates for specified information necessary to carry out payroll processing. ARI will provide a calendar of timelines, due dates and needed information.

- D. ACCOUNTS RECEIVABLE/PAYABLE SERVICES. ARI shall provide all reasonable and necessary, routine and ordinary accounts receivable/payable services, such as processing of payments for purchases and contracted services; preparation of ageing reports; preparation and processing of all deposits; and posting relevant information to appropriate ledgers.

ARI will process not more than four scheduled accounts payable runs per month at no additional charge to Charter School. ARI will bill all additional accounts payable runs requested by Charter School in accordance with Schedule A.

Charter School agrees to follow timelines and due dates for specified information necessary to carry out accounts payable processing. ARI will provide a calendar of timelines, due dates and needed information.

- E. AUDITING SERVICES. ARI shall provide Charter School with documentation, reports, and other coordination services in support of the Charter School's annual audit.

- F. DATA MANAGEMENT SERVICES AND DUTIES. The Parties recognize that in the performance of the contracted services, ARI will serve as a trusted custodian of Charter School's administrative and financial data, records, and other information that is critical to Charter School's operations.

As a trusted custodian, ARI will take necessary precautions to ensure the confidentiality of Charter School data and records, and provide for adequate backup for Charter School data.

- 4. FEES AND CHARGES. Services supplied to Charter School by ARI, as set forth in Section #3 above, shall be in accordance with Exhibit A, attached and incorporated herein. ARI bases its annual fees on California Basis Educational System (CBEDS) enrollment as reported to the California Department of Education (CDE).

This contract and the CDE define enrollment as “the number of kindergarten through grade twelve public students enrolled on "Information Day," a Wednesday in early October of the school year indicated”.

All fees and charges are calculated, billed, and paid on the first day of the month. ARI calculates the charges as follows:

- A. July 1 through October 31 – billed at “projected” enrollment for the 2018-2019 fiscal year as proposed in the Charter’s Second Interim Multi-Year budget plan.

In those cases where Charter School is new, the enrollment used will be calculated and billed based upon Charter School’s “planned” enrollment as presented in its chartering documents.

- B. Charter School will forward copies of annual CBEDS reports to ARI who will recalculate the annual and monthly contract amounts based upon the certified enrollment and the schedule in Exhibit A.

November through June billings will reflect amounts previously paid by Charter School and will recover the recalculated annual contract fees due over the remaining billings.

ARI will provide Charter School with the fee schedule for the following fiscal year no later than March 1 of each year where fee changes occur.

- 5. PLACE OF PROVIDING SERVICES. Services provided under this contract may take place on site at the Charter School, or at ARI, or other locations as determined appropriate by ARI.
- 6. TECHNOLOGY REQUIREMENTS, Charter School agrees to have at least one personal computer attached to the Internet with a valid e-mail account for the transmission of notices, reports, and other data needed to transact business and provide services.
- 7. TERM OF AGREEMENT. This Agreement shall be for the 2018-2019 fiscal year and shall commence on the date first written above and end on June 30, 2019.
- 8. EXTENSION AND/OR RENEWAL OF AGREEMENT. This Agreement shall be automatically renewed for an additional fiscal year and annually thereafter, unless written notice of intent to terminate or renegotiate is given by either party prior to March 1 of that same year. In no event shall any renewal term extend beyond the maximum term of the Charter granted to Charter School pursuant to above.
- 9. TERMINATION OF AGREEMENT. This Agreement is subject to termination during the initial term or any renewal term as specified herein. ARI may terminate any services provided pursuant to this Agreement upon failure of Charter School to pay any amount due under this Agreement within thirty (30) days after receipt by Charter School of ARI’ demand for payment and notice of intent to terminate services.

In the event of revocation of the Charter, this Agreement is deemed null and void.

Charter School may suspend performance under or terminate this Agreement for cause upon sixty (60) days advance written notice to ARI of a material violation by ARI of the terms of this Agreement, unless ARI remedies the breach within said 60-day period.

10. **EMPLOYMENT OF PERSONNEL.** No agent, employee, or servant of Charter School is deemed an employee, agent or servant of ARI, except as expressly acknowledged in writing by ARI. No agent, employee, or servant of ARI is deemed an employee, agent or servant of Charter School, except as expressly acknowledged in writing by Charter School.
11. **RELATIONSHIP BETWEEN THE PARTIES.** The parties to this Agreement intend that the relationship between them created by this Agreement is that of an independent contractor, and not an employer/employee. It is expressly understood and agreed that Charter School employees are not entitled to any benefits to which ARI employees are entitled, and that ARI employees are not entitled to any benefits to which Charter School employees are entitled, including, but not limited to, overtime, retirement benefits, insurance benefits, vacation, workers' compensation benefits, sick or injury leave, or other benefits.
12. **INDEMNIFICATION.** Charter School shall defend, indemnify, and hold ARI, its officers, agents, servants, representatives, employees, and subcontractors harmless from and against all claims, demands, actions and proceedings of whatever cause or nature, and all costs and expenses connected therewith, including reasonable attorneys' fees, on account of any damage to or the loss or destruction of any property, or injury to or death of any person, caused in whole or in part by any negligent act or omission of Charter School, ARI, or any of its officers, agents, servants, representatives, employees or subcontractors, arising directly or indirectly in connection with services performed under this Agreement. Charter school shall reimburse ARI for any expenditure, including reasonable attorneys' fees, ARI may make due to the matters that are the subject of this indemnification, and if requested by ARI, will defend any claims or litigation to which this indemnification provision applies, at the sole cost and expense of Charter School.

ARI shall defend, indemnify, and hold Charter School, its officers, agents, servants, representatives, employees, and subcontractors harmless from and against all claims, demands, actions and proceedings of whatever cause or nature, and all costs and expenses connected therewith, including reasonable attorneys' fees, on account of any damage to or the loss or destruction of any property, or injury to or death of any person, caused in whole or in part by any negligent act or omission of ARI or any of its officers, agents, servants, representatives, employees or subcontractors, arising directly or indirectly in connection with ARI obligations under this Agreement. ARI shall reimburse Charter School for any expenditure, including reasonable attorneys' fees, Charter School may make due to the matters that are the subject of this indemnification, and if requested by Charter School, will defend any claims or litigation to which this indemnification provision applies, at the sole cost and expense of ARI.



It is understood and agreed that such indemnification will survive the termination of this Agreement.

13. **ASSIGNMENT.** This Agreement shall not be assigned, in whole or in part, by either party without the prior written consent of the other party.
14. **NOTIFICATIONS.** All notices, consents, demands, or other communications for one party or the other required or permitted in this Agreement shall be in writing and shall be either personally delivered or sent by a nationally recognized overnight courier, facsimile or by registered or certified U.S. mail, postage prepaid, addressed as set forth below (except that a party may, from time to time, give notice changing the address for this purpose). A notice shall be effective on the date personally delivered, on the date delivered by a nationally recognized overnight courier, on the date set forth on the receipt of a facsimile, or upon the earlier of the dates set forth on the receipt of registered or certified mail, or on the fifth (5th) day after mailing.
15. **GOVERNING LAW.** This Agreement shall be construed and enforced in accordance with the laws of the State of California.
16. **MEDIATION.** Disputes arising from this Agreement may be submitted to mediation upon mutual agreement of the parties hereto. The parties shall jointly select a disinterested third party mediator within a reasonable period, and the mediation shall be commenced within thirty (30) days of the selection of the mediator. If the parties elect to mediate but are unable to select a mediator within a 15-day period, any party may petition the superior court of the County to appoint the mediator.
17. **COMPLIANCE WITH LAWS AND REGULATIONS.** ARI and Charter School in fulfilling the terms of this agreement will act in accordance with applicable laws and regulations.
18. **SEVERABILITY.** If, for any reason, any provision hereof shall be determined to be invalid or unenforceable, the validity and effect of the other provisions hereof shall not be affected thereby.
19. **WAIVER.** No waiver of any provision of this Agreement shall be deemed or shall constitute a waiver of any other provision, nor shall such waiver constitute a continuing waiver unless otherwise expressly stated.
20. **ENTIRE AGREEMENT.** This Agreement and any attachments hereto shall constitute the full and complete agreement between the parties hereto. All prior representations, understandings, and/or agreements are merged herein and are superseded by this Agreement.
21. **AMENDMENTS.** Nothing herein shall preclude the parties from negotiating or amending this Agreement to include additional services not contemplated by this Agreement. This Agreement may be altered, amended, changed, or modified only by agreement in writing, executed by the duly appointed representatives of Charter School and ARI, with specific reference to both this Agreement and the provision(s) which said instrument purports to alter, amend or modify

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date hereinabove first written.

*Signature on Behalf of ARI:*

*Signature on Behalf of Oasis Charter School:*

\_\_\_\_\_  
Donna Strong, President/CEO

\_\_\_\_\_  
Augustine Nevarez, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### **Fee Schedule for Services to Charter School**

The following are the projected annual and monthly contract fees for Oasis Charter Public School for 2018-19 based upon the estimated 2018-19 enrollment. ARI will calculate the final rates based upon enrollment reported in the 2018-19 CBEDS report as filed with the CDE.

<b>Charter School</b>	<b>Oasis Charter</b>
<b>Projection:</b>	
<i>Estimated Enrollment</i>	<b>245</b>
ARI Contract Rate	195
Total Service Months	12
Total Annual Contract	47,775.00
Monthly Contract	3,981.25



February 21, 2018

Juanita Perea  
Executive Director  
Oasis Charter Public School

Addendum to ARI Services Contract for 2018-19 Fiscal Year

Administrative Resources, Inc proposes an annual fee of \$2,000, in addition to the normal contract fee, for the following services:

Attendance via phone conference for monthly board meetings to present the monthly financial statements, July 1, First, and Second Interim Budgets and Year End Unaudited Financial Statements.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date hereinabove first written.

*Signature on Behalf of ARI:*

*Signature on Behalf of Oasis Charter School:*

\_\_\_\_\_  
Donna Strong, President/CEO

\_\_\_\_\_  
Augustine Nevarez, President/Oasis Charter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date